

To,

Nodal Officer (e-HRMS-2.0)

Establishment _____

Subject: - Request for Updation of Reporting/Reviewing Officer

Please update the following details in my e-HRMS-2.0 data: -

Employee Name :	
Employee Designation :	
Mobile Number :	
e-office ID ending with @dda.gov.in/nic.in	
Employee UID & PBR-ID :	
Employee e-HRMS-2.0 ID :	
Place of Posting : Select from one of these branch from where employee drawing his/her salary	Establishment- Gazetted/NG-II/NG-III/NG-IV (for those who drawing his/her Salary in Vikas Sadan)
Transfer/Posting Order No. and Date: (Copy of order enclosed)	
Reporting Officer Name :	
Reporting Officer Designation:	
Reporting Officer Date from :	
Reporting Officer e-HRMS-2.0 ID: (ending with @dda.gov.in/nic.in)	
Review Officer Name :	
Review Officer Designation: (Not below the rank of leave sanctioning authority)	
Review Officer Date from :	
Review Officer e-HRMS ID : (ending with @dda.gov.in/nic.in)	

Certified that the above information is true and correct to the best of my knowledge and belief.

Attested by Review Officer
Sign & Stamp

Signature of the official/officer